

VSH Quality Council Meeting Minutes

Meeting Date: 1/24/07

Type of meeting: Standing Committee

Facilitator: Scott Perry

Note taker: Fawn Commo

Attendees: Tom Simpatico, Terry Rowe, JoEllen Swaine, Anne Jerman, Scott Perry

AGENDA TOPICS: Draft Charter for the group

Scott presented a draft charter for the group. The charter outlines topics and other agenda items to be reviewed on a monthly basis. Dr. Simpatico remarked that he thought the charter was an excellent place to start and that he felt the charter steps might evolve as the group grows. All members agreed to use the draft as a working document. A discussion concerning membership.. It was felt that we should consider line staff as members of the QC group. Terry suggests that including non management staff will create a more balanced committee. Tom suggests that non management staff be included in sub groups to report back on issues to the main group. Ann feels that staff should be included but not to bring total issues back to this group. Terry suggested that if line staff are included in the clinical path group she would be satisfied that non management was included, otherwise she feels strongly that non management staff be involved in this group, as members. Scott asked if there was a general agreement that physicians and nurse coordinators be included in this core group? All agreed. It was also agreed that Andy Lowe the new IT director be included in the group as a regular member. Tom thought Andy should be considered a resource to the group, not a member. Scott will contact these groups to invite new members.

Conclusions: Quality Council will use the draft charter as a agenda outline for monthly meetings. Scott will facilitate this mtg. and invite new members before the next monthly mtg..	
Action: Create agenda for Feb mtg and invite new members	
Person Responsible: Scott Perry	Due Date:
Discussed: Jeff Geller's Report Terry suggested that Tom share Dr. Geller's findings. It was agreed that this was a good idea and that it should be shared with all hospital staff and the physicians.	
Conclusions: Tom will share the findings at CSIW mtg next Wed., Jan 31 and at the Hospital wide mtg tomorrow, Jan 25.	
Action: Tom will share	
Person responsible: Tom Simpatico	Due Date:
Discussed: Members are invited to share any "dashboards" with Scott. Tom and Anne both have dashboards to share at the next mtg.. Scott will bring the Pandiandi dashboard to use as a starting point at our next mtg. Tom suggests we eventually create our own dashboard based on information we find useful.	
Conclusions: Members will share dashboards	
Action: Scott will collect all dashboards and bring them to the next mtg.	
Person responsible: Scott Perry	Due Date:
Discussed: Terry will have Denise check the rotation of this standing mtg and if possible we will change and post a new rotation starting with Jan 2007. This would mean that Jan., April, July and Oct 2007 will be Public mtgs. All other mtgs will be closed. Mtg. will be held the 4 th Wed of each month 10:30 to noon.	
Conclusions: Denise will check to verify we can change the rotation	
Action: See above	

Person responsible: Terry Rowe	Due Date:
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Next mtg. Wed Feb 28 10:30 to noon in medical directors office

Mtg Adjourned at 11:30am